

# INFORMAL LETTER 8

You should look at the webpage on the next page and study the information carefully to write your email.

Your cousin wants to purchase an electronic gadget that he/she can use both at home and in school. He/She has seen the webpage on the following page and would like your opinion on which gadget he/she should purchase.

Send an email to your cousin suggesting:

- one of the gadgets your cousin might like that is shown on the webpage and two reasons why you think so
- another gadget your cousin might like that is not shown on the webpage and two reasons why you think so
- which gadget you feel your cousin might prefer and why you think so

Write your letter in clear, accurate English and in a friendly and enthusiastic tone that will show your cousin you are pleased to help her decide on a gadget to buy.

You should use your own words as much as possible.

# EXCITING DEALS !

## **220mm Poppy Tablet**

Get the latest Poppy tablet. Weighing only 1.5kg and with a width that is 0.5mm thinner than any other tablet in the market, this is the best gadget for those who are always on the move!

Specifications: Height – 220mm; Width – 135mm; Depth – 7.5mm; Weight – 315g

Price: \$520 (32GB), \$650 (64GB), \$1000 (128GB)

## **Demier Smartphone**

Our phones today are not just for making calls or sending messages. We want to be able to do a lot more and the Demier phone is the perfect phone for that. With an expandable memory and more applications than before, it is like having a computer in the palm of your hands!

Price: \$980

## **Kingston E-book Reader**

Do you enjoy reading but are tired of carrying that bulky novel around? The Kingston E-book reader is the solution to your reading woes. You can download more than a thousand books and magazines in the reader. It is only 1.2kg and will easily fit into your bag. It has never been more convenient to read!

Price: \$120

Hi Rachel,

It was great to hear from you. I'm glad to hear that you're doing well in your new school. When you told me that your parents offered to buy you a gadget that you would need, I was so **envious**!

Of all the items on the webpage, I think you'll find the Poppy Tablet the most useful. Based on its **dimensions**, it is **portable** because it is light, small and thin. Since you'll probably be moving around quite frequently, you would need a gadget that is easy to carry around. In the coming months, your school bag will get quite heavy so your gadget should not add to the load.

Another reason to get the Poppy Tablet is its large **capacity**. You'll not only be able to take notes using the tablet, you'll also be able to store your music and photos. You can also download games that you can play on the go. Even if you buy the tablet with the smallest capacity, it'll still be sufficient for you to use it for many different purposes.

Besides a tablet, I think you might find a laptop useful. A laptop is definitely an important **tool** in school because you will have assignments to complete and information you have to search for on the Internet. With a laptop, you'll be able to do research and work on assignments wherever you are. You do not have to wait till you return home to use the computer or wait for the school computer laboratory or library to be available. With the laptop, you can easily continue any work you've done in school at home. You won't have to worry about storing your work in a thumbdrive or a hard disk in order to continue working on it at home.

Furthermore, laptops are much more affordable today. The price of laptops has fallen tremendously. Previously, laptops cost more than five thousand dollars. Now, you'll be able to get one that will suit your requirements for less than two thousand dollars. If you shop around, you'll be able to find good deals in some computer shops.

I think the laptop is the most useful gadget for you. It is more versatile than a tablet so you'll be able to do more things on the laptop than the tablet. As you have more and more assignments, it's important for you to be able to work on them whenever you can. For all its conveniences and usefulness, I'm sure your parents will feel that the laptop will be a worthwhile investment. Take good care of it and you'll be able to use it for a long time.

### *Paragraph Topic*

**Paragraph 1**  
Background information  
on the email

**Paragraph 2**  
Buy the Poppy Tablet  
because it is portable

**Paragraph 3**  
Buy the Poppy Tablet  
because it has a large  
capacity

**Paragraph 4**  
Buy a laptop because it is  
an important tool in school

**Paragraph 5**  
Buy a laptop because it is  
affordable

**Paragraph 6**  
The laptop is the most  
useful gadget

I hope you've found my suggestions useful. Let me know if you need any help looking for the gadgets. I'd be happy to accompany you on your shopping trip!

**Paragraph 7**

**Conclusion:** Events after the email

Hope to hear from you soon.

Jerry

**Comments**

The writer uses appropriate words like 'capacity' and 'dimensions', allowing him to describe his ideas in a concise and fluid manner.

**Vocabulary**

1. **envious:** to want something that someone else has
2. **dimensions:** the length, height, width and depth of something
3. **portable:** can be carried around easily
4. **capacity:** the size of something
5. **tool:** an equipment that is needed to complete a task

**Word Use**

Even though this is an informal letter, ensure that your sentences are grammatically correct.

1. Use the correct form of the verb
  - The price of laptops has fallen tremendously today. (subject-verb agreement)
  - I'm glad to hear that you're doing well in your new school. (simple present tense)
  - In the coming months, your school bag will get quite heavy so your gadget should not add to the load. (future tense)
  - Previously, laptops cost more than five thousand dollars. (simple past tense)
2. Use the correct pronoun
  - Even if you buy the tablet with the smallest capacity, it'll still be sufficient for you to use it for many different purposes.
3. Use the correct punctuation
  - Furthermore, laptops are much more affordable today. (comma after an adverb)
  - Even if you buy the tablet with the smallest capacity, it'll still be sufficient for you to use it for many different purposes. (comma after a dependant clause)